

AUTOMOTIVE MAINTENANCE SUPERVISOR

FLSA Code: N

Job Code: 4130

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and responsible administrative work supervising and participating in the maintenance, repair and overhaul of a variety of gasoline and diesel driven automotive and specialized equipment; does related work as required. Work is performed under the general supervision of the Public Works Superintendent. Supervision is exercised over equipment maintenance personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, scheduling and supervising the work of employees engaged in the repair and maintenance of automobiles, trucks, school buses, tractors, construction and other equipment.

Supervises and assists in and inspects major repair, overhaul and maintenance jobs on automotive equipment performed by city personnel;

Supervises the keeping of inventory of spare automotive parts and supplies;

Provides technical advice to mechanics;

Determines need and feasibility of major repairs on individual pieces of equipment;

Insures needed parts and equipment are available; stores supplies, maintains inventory control;

Recommends purchase of new automotive equipment, shop equipment and supplies, and performs acceptance inspections;

Reviews specifications for recommended equipment purchases;

Prepares regular and special reports for the department;

Maintains and supervises maintenance of cost and other records;

Oversees personnel matters for shop personnel;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school supplemented by completion of courses in heavy and light equipment maintenance and extensive experience in the maintenance and repair of automotive equipment including some supervisory experience; possession of a CDL license valid in the Commonwealth of Virginia; thorough knowledge of the principles and practices of automotive repair shop management, the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment, the hazards and safety precautions of shop operation; demonstrated ability to plan and supervise the work of automotive mechanics. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.